

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Schedulin	ig Section.			
FOR AGENCY USE	1. Agency Address		FOR RECORDS	MANAGEMENT USE
Application Date	Dept. of Education	,	Application Number	
F	Office of Planning &	Development	80-3	368
Application Number	Division of Staff Dev		Date Received	Date Completed
Application reunion	Teacher Ed. & Staff D		SEP 2 2 1980	1 DCT 2 1000
	302 State Office Bldg	., Atlanta, GA	OC. = + 1000	1980
2. Person to Contact		Working Title		Telephone Number
Annette Burcher	<u>.                                     </u>	Senior Secret	ary	656-2431
3. Action Requested				
	on Schedule; record will continue to accu	mulate.		*
	t accumulation; no further accumulation			•
	on No Check One: (		te: □ Void	¥1
4. Dates of Series	" 5. Records Series Title (followed by			· · · · · · · · · · · · · · · · · · ·
Earliest Latest		,		
1975 To Date	REGULAR AND BEGINNING	TEACHER STAFF DE	VELOPMENT FI	LES
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9. Division and Office Funct	10U Aust is me innerioù or tue is	INISION BIO THE OTTICE IN	which this record se	ries is created?
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		4.		
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7. Record Series Description	This file contains the following doc	cuments (include form nu	mbers and titles, if	nny):
·	Attach samples of the file.			
	roviding financial assista stems for staff developmer		nal personnel	in local
forms, Fir for Begin Letter of	evelopment Program Applica hal Report of Expenditures hing Teacher Budget Sheet, Intent, Beginning Teacher and correspondence.	form, Approval Number of Begin	Letters, Sta nning Teacher	ff Development s Report,
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<i>33</i>	to the transfer of the second			• • · · · · · · · · · · · · · · · · · ·
	petically by local school	system name.	<b></b>	
		and the second s		
8 Monthly Reference Pote	How often are records referred	to which are		
One to six months old twenty-five months and o	100 Seven to twelve months old	100; Thirteen to	o twenty-four monti	hs old <u>90</u> ;
9. Annual Rate of Accumula	stion of Records	***		:
Letter-size drawers	stion of Hecords Legal-size drawers	; Shelves;	Other (specify)	
	$\hat{\mathbf{A}} = \hat{\mathbf{A}}_{ij}^{T} \hat{\mathbf{A}}_{ij}^{T}$	•		

a. Is this the ortical copy of the series?    X	χ	NO	10. Questionnaire (Place an "X" in the proper column)	-
b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.  X				
X   C. is this sitular coord?		γ		on.
d. Does this series have historical or long term research value?	-		c. Is this a vital record?	<u> </u>
A documents be scheduled separately?  X				-
X   f. is the information consisted in this series ever published? If yes. stach copy.	V			hese
g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?    Yes. State Notory.	-	X	documents be scheduled separately?  for the information contained in this series ever published? If yes, attach copy (1)	<u> </u>
X   If yes, stack-boox   X   Is there a duplication of this series in your office, or in another office or agency?   X   Is there a full position of this series in your office, or in another office or agency?   X   Is this series for a major portion of this series in the series to be kept:   X   Is this series for a major portion of this series in the series to be kept:   X   Is this series for a major portion of this series to be kept:   X   Is the series for this product of the product of this product of this product of the product of this product			<del></del>	
If yes, where?   X   1. Is this series for a major portion of it? regularity microfilmed?   X   1. Does the record series result in a computer phintout?   11. Retention Requirements   The following requires the series to be kept:		X	If yes, attach copy.	
Is this series for a main proced of all repulsifix microfilmed?   X		x		
11. Retantion Requirements  a. State Law		├ <del>──</del>	i Is this series for a major portion of it) regularly microfilmed?	the state of the s
a. State Law  D. years. b. Statuts of limitation  Q. years. c. Federal law  D. years. f. Federal retantion instructions  Attach copy or excert of laws or regulations. Explain administrative need  These files are needed for 7 years to perform the responsibilities of this unit in administering the staff development function and to provide assistance to local education authorities.  12. Approved Disposition Instructions  This agency recommends that the file series be out off at the end of each:  Calendar Year: & Fiscal Year;  Other  Transfer to local holding area; hold  year(s); then  XI Transfer to State Records Center; hold  year(s); then  XI Destroy.  Transfer to State Archives for permanent retention.  Other (Specify)  Date  Records Management Officer (Signature)  Date  Recommendations in pagagraph area physically area popoved.  State Records Committee  Scoretary Pistate/Designee  Attorney General/Designee				Jemin .
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